HEALTH & WELLNESS (H&W) TEAM LEADER LOG

School administration may select, appoint or approve a school staff person, a member of the school administration, or a parent, with a passion for having a healthy school, to serve as the champion/leader for establishing and leading the Team. To effectively facilitate the work of this Team, this individual:

* Commits 100 hours during the school year to accomplish the tasks.
* Has knowledge of and enthusiastically supports the importance of health and its relationship to learning and academic performance.
* Has strong organizational and project management skills and knowledge of the school system and community.
* Conducts effective, action-oriented meetings:
  + - keeps members motivated and on- task
    - listens to and acknowledges all perspectives
    - has credibility with and respects/is respected by team members, school administration and students
* Effectively communicates and engages staff, administrators, students, and parents.

**Team Leader/Co-Team Leader Tasks**

* Complete/submit the Team Leader Task Log as indicated by the regional agency Coordinator.
* Develop tentative meeting schedule (frequency and length of meetings).
* Facilitate at least four to six Team meetings per school year.
* Meet with the principal (or designee) to identify school health priorities and the school data that can be monitored to show improvement by the actions being taken (See WSCC Components and Outcomes).
* Recruit team members including administrator, staff, students, parent(s), community partners.
* Convene an orientation meeting for Team members on the WSCC model and the research that links learning and health; provide information about grant expectations and timelines.
* Communicate among administrators, staff and the Team; if administrators are unable to attend a Team meeting, identify a communication mechanism for providing an update after each Team meeting.
* Assist with and monitor completion of the SHI, school surveys, or other data collection tools.
* Develop a School Health Improvement Plan (SHIP) with the Team.
* At the end of the school year, debrief with Team members using the Step 6 Log (Guide, p58). and celebrate Team work accomplishments.
* Write at least one (or more as indicated) success story and disseminate to reach administrators, school board members, staff, parents and the community. Success stories are effective in gaining support and buy-in
* Manage the budget and identify or provide input to school administration on future funding opportunities.
* Monitor implementation and track SHIP progress with Team (Yr 2 and beyond).

**TEAM LEADER LOG**

(100 hours per school year)

**Administrative (A)** - Reviewing, writing, revising or updating progress and other reports, the SHI, SHIP, school health policies or other documents

**Budget (B)** - Managing budget, supplies, incentives; Identifying and applying for funding

**Coordination (C) -** Recruiting Team members; Coordinating activities, programs, parent or youth engagement, professional services performed by others

**Data (D)** - Collecting, assessing, interpreting, analyzing, reporting or monitoring health and school data

**Educate (E) -** Educating, promoting, conducting outreach, advocating, developing information/success stories for print and social media

**Meetings (M)** - Attending or conducting H&W Team and school health policy meetings, conference calls, webinars, staff in-services or trainings, educational or H&W programs and activities

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| **DATE** | **TASKS (use A, B, C, D, E, M)**  (Add details as/if needed) | **TIME SPENT** |
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